*{Reporting Senior Letterhead}*

Serial #

DD Mmm YY

FIRST ENDORSEMENT ON LCDR BOB J. JONES, USN, 3100 ltr of DD MMM YY

From: {Reporting Senior}

To: Commander, Navy Personnel Command (PERS-450)

Subj: REQUEST FOR SIGNIFICANT EXPERIENCE SUBSPECIALTY CODE ICO

 LCDR BOB J. JONES

1. Forwarded, recommending approval.

 {Reporting Senior}

Copy To:

LCDR BOB J. JONES

DD Mmm YY

From: LCDR BOB J. JONES, USN / 3100

To: Commander, Navy Personnel Command (PERS-450)

Via: {Reporting Senior}

Subj: REQUEST FOR SIGNIFICANT EXPERIENCE SUBSPECIALTY CODE

Ref: (a) MILPERSMAN 1214-010

 (b) NAVPERS 15839I

Encl: (1) Fitness Report for period YYMMMDD-YYMMMDD

 (2) Fitness Report for period YYMMMDD-YYMMMDD

1. Per reference (a) and (b), I request the subspecialty code (code number). I have been assigned at the (command name) for the past (number) months. The Unit Identification Code and Billet Sequence Code of this billet are (XXXXX/XXXXX). My duties included:

* {Insert experience in line with Core Skill Requirements}

2. I feel I have gained significant experience in the (code number) subspecialty. If you have any questions, I can be reached at {insert phone number and email address}.

 Very respectfully,

 B. J. JONES

*{Insert Applicable FITREPS}*

Enclosure (1)